



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING
540 SOUTH DUPONT HIGHWAY
THOMAS COLLINS BUILDING (D570C), SECOND FLOOR, SUITE 3
DOVER, DELAWARE 19901

MEMORANDUM

FAX: (302) 744-1045

TELEPHONE: (302) 744-1035

#01-08

TO: All Department and School Fiscal Officers
FROM: Clifford B. Edwards, Director
DATE: March 30, 2001
SUBJECT: **FY 2001 GAAP CLASSES**

A handwritten signature in black ink, appearing to be "C. Edwards", written over the "FROM" line.

All State agencies, including school districts, are required to complete a GAAP package reporting accrued assets and liabilities held outside the DFMS accounting system at June 30 of each fiscal year. This information is used in the preparation of state financial statements.

Fiscal Year 2000 saw the publication of the State's sixth Comprehensive Annual Financial Report (CAFR). Completion of this report required a more extensive data retrieval process than in prior years.

The Government Accounting Standards Board has issued new statements mandating major changes to the GAAP reporting process. These changes will impact the information to be provided by state agencies and schools. Due to these changes, it is recommended that all personnel involved in the preparation and data entry of the GAAP package attend one of the classes listed on the following page. Separate classes are offered for School District staff, new employees (those who have never worked on the GAAP project) and update classes for those experienced in GAAP package preparation.

All classes will be held at State Fire School in Dover. If you need directions to the State Fire School or have any questions, please call Becki Surguy in the FARS office at (302) 744-1050. Classes offered are as follows:

Classes for Experienced Merit Agencies Staff (those who have previously prepared or assisted in the preparation of the GAAP package)

May 9, 10, 15, 22, 23, and 30

Classes for Experienced School District Staff (those who have previously prepared or assisted in the preparation of the GAAP package)

May 8, 16, and 24

Classes for New Staff-Merit Agencies and School Districts

May 17, 31

Please complete and return or FAX (302-744-1045) the attached registration form to Becki Surguy, FARS Office by April 20, 2001.

CBE:bsb

Attachment

FY 2001 GAAP Classes Registration Form

All classes are for all day - 8:30 am to 4:00 pm allowing time to cover all the changes and additions required by GASB 33 and 34. Please fill in the appropriate class section below. Return your registration early as **class size is limited. Your registration will NOT be confirmed.** You will be contacted only if the class you have selected is full and we need to reschedule you for another day.

Complete the form below indicating which date you prefer to attend. **Please be sure to enter the 6-digit budget unit agency number for your agency and YOUR 7-DIGIT phone number. You MUST write in the day of your choice.**

Agency Name	Agency #	Employee Name	Phone #	Date

When completed, return this form by April 20, 2001 to:

Becki Surguy, FMS Specialist
Financial Accounting and Reporting Section
Division of Accounting
Thomas Collins Bldg., Suite 3
Dover, DE 19901
State Mail Code D570C FAX # 302-744-1045

All classes will be held at the State Fire School in Dover. If you need directions to the Fire School or have any questions, please call the FARS Office at 744-1050.